

Subject: Final Reminders for Monday, April 2, ZMRBR Implementation
Audience: Finance Directors, Procurement Directors, AST Leads

As we near the Monday, April 2, 2012 implementation of ZMRBR Three-Way Match functionality for all PO-related invoices, the SCEIS Team has a few reminders for agencies to assist with final preparations.

General Reminders for Finance and Materials Management Users

- There will be a brief freeze period during which agencies will not be able to enter any Purchase Order (PO) related invoices:
 - 5:00 p.m. this Wednesday, March 28 through opening of business on Monday, April 2.
- Agencies should clear all existing parked "RE" documents by this Friday, March 30.

Important Action Items for Materials Management Users

The SCEIS Materials Management Team is pleased to provide the following guidance to assist agencies with identifying State Standard Purchase Orders (ZSTD) that were intended to be created as Blanket POs (ZBLT).

Posted in conjunction with this message on the SCEIS Weekly Updates [Web page](#), under March 26, 2012 is an instructional document, "How to Gather the Data for ZSTD Doc Types Set-up as ZBLT." This document provides detailed instructions for the use of the SCEIS Transaction Code, ME2N, to gather the data for your Plant(s) to identify and review State Standard POs (ZSTD) set-up as Blanket POs (ZBLT).

The SCEIS MM Team has discovered that many of the purchase orders that meet these criteria are actually intended to be Blanket Purchase Orders. In these cases, the buyers flipped the quantity and price, but neglected to change the doc type from ZSTD to ZBLT (or another blanket PO doc type). **These POs need to be reviewed, and the doc types changed, if appropriate, prior to ZMRBR implementation on April 2, to avoid problems with Goods Receipt, Invoice Receipt, and Open Encumbrances.**

In addition, any State Standard POs which may have had the Good Receipt indicators removed will need to have these indicators reset. After ZMRBR implementation on April 2, a Goods Receipt will be required for all State Standard POs. To prepare existing documents for this process, **the Goods Receipt indicator will be reset for existing State Standard POs after COB Friday, March 30, 2012. Only Blanket POs will have the options to have a Goods Receipt or no Goods Receipt.**

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.